

Chief, Management Staff

8 November 1956

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Weekly Report - Week Ending 7 November 1956

1. In cooperation with the Area Records Officer, OMR, we were able to eliminate the requisition for special filing supplies which would have cost \$52. Instead, the Office was able to use standard supplies which are available in the Supply Room.

2. Three employees' suggestions were evaluated and forwarded to the Suggestion Awards Committee.

3. The Records Management Regulation has been coordinated and forwarded to Regulations Control Staff.

4. As a result of a review of 522 Agency forms which have not been re-ordered for at least 18 months, we have been able to determine that 39 per cent (205) are obsolete.

5. The development of a Numerical Pseudo Control Form for the Office of Security will eliminate 43 of the 44 boxes of cards formerly maintained.

6. A new form for the Office of Training will result in saving considerable space, time, and manpower by eliminating 14 large loose-leaf notebooks which were kept for recording the names of all trainees.

7. Mr. [REDACTED] completed 20 hours of on-the-job training and the Agency Basic Supervision Course.

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